

STATE MAIL

DISTRIBUTION SERVICES

*Quarterly
Newsletter*

FY09 Period 4

Last Mail User's Forum Recap: "Suspicious Packages and Mail Center Security."

March's Mail User's Forum was very instructive and interesting. We had Postal Inspector Steve Sherwood from the United States Postal Inspectors give us some training. He also brought some samples of actual threatening packages that have been recreated for instructional purposes. It was very instructional to see how using the 'Suspicious Mail Flyer' works in many instances and still holds true. It was also good to actually see some packages to illustrate the point that a dangerous mail piece could be in many different shapes and sizes.

As mentioned in the Mail User's Forum, State Mail can do some additional training for those customers who were not able to attend or who would like more individuals to receive the training. In addition State Mail has put together some containment kits that can be purchased for the cost of the materials from State Mail. Training and containment kits can be set up through Tim Walden at 801-323-4304 or twalden@utah.gov.

Next Quarter's Mail User's Forum: "May 2009 USPS Rates and 84114 Post Office Boxes."

June's Mail User's Forum will review the US Postal Services newest rate increases for this year. In addition State Mail will be explaining, reviewing and demonstrating the advantages of using Post Office boxes on the zip code 84114. There are advantages to the customer, State Mail and the State which include among other things cost and time savings.

As in the past a Powerpoint presentation will be prepared so that it can be posted on State Mail's website, as well as a tour of the State Mail facility. We hope to see you all there.

Mail preparation tip:

USPS regulations are discouraging the use of staples in booklets that do not terminate inside of the booklet. This can be overcome by tape binding which is a free service on the State Copy Center contract.

Next Mail User's Forum:

June 30, 2009 2 p.m.—3 p.m.
State Library Rms. 218 - 219
250 North 1950 West Ste. A
Salt Lake City, Utah